



POSITION: Volunteer Coordinator

REPORTS TO: Family Services Director

GENERAL SUMMARY:

The Brent Eley Foundation, a hospitality house for children with cancer and their families, also known as Brent's Place, is growing and seeking a full time Volunteer Coordinator. The Volunteer Coordinator is responsible for the recruitment, coordination, retention and recognition of all volunteers at Brent's Place. The Volunteer Coordinator will work with the Family Services and Development teams to ensure that Brent's Place has the volunteer resources needed to successfully carry out both our programs on site and off site at special events.

RESPONSIBILITIES:

Volunteer Program Coordination:

- Create and manage volunteer program budget
- Assess organizational needs and capacity for volunteers and develop position descriptions
- Create additional volunteer opportunities where appropriate
- Maintain and update volunteer materials
- Recruit, schedule and supervise volunteers for onsite program needs, Brent's Place events and other functions
- Screen (interviews, required background checks, etc.) and match volunteers to organizational needs and opportunities
- Conduct regular volunteer orientations
- Plan and execute volunteer recognition program, including annual volunteer appreciation dinner, ongoing stewardship, volunteer awards, etc.
- Manage database and tracking of volunteers, shifts and events
- Work to ensure "Safe Clean" guidelines are followed by volunteers at every on-site program

Intern Recruitment and Coordination:

- Post position descriptions for interns
- Coordinate and assist with interview process
- Conduct and update intern orientations
- Manage intern appreciation process
- Supervise tasks for Family Services Team interns

Volunteer Communications and Program Support:

- Create and distribute monthly E-newsletters to volunteers
- Support programs including Family night, Personal Chef, and other onsite activities as needed
- Assist at Brent's Place events and functions where appropriate
- Solicit in kind and monetary contributions when needed

EDUCATION & EXPERIENCE:

- Bachelor's degree from a four-year college or university; or two years of education plus two to three years related work experience
- The strongest candidates will have experience in volunteer management with a non-profit organization
- Previous experience working with children and families preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Must be able to anticipate project needs, discern work priorities, meet deadlines with limited direction
- Flexible, diplomatic, trustworthy, creative, and poised
- Excellent computer skills
 - Familiarity with database systems, Google forms, and Microsoft Office preferred
- Friendly, tactful, and compassionate with the ability to cope with and offer comfort to people in acute personal crises
- Must be detail oriented and have excellent interpersonal and communication skills
- Excellent presentation skills and comfort working with and giving direction to groups
- Demonstrate a positive attitude and work well in a team oriented environment
- Must have reliable transportation and a clean driving record
- Bilingual in Spanish and English preferred
- Ability to communicate with a diverse group of people including families, volunteers, and funders
- Promote a positive personal and professional image

SCHEDULE:

The position will require working evenings, periodic weekends and some holidays in order to fulfill volunteer needs. Three days a week, working from 10 – 7 or 11 – 8 will be necessary. Having a flexible schedule is vital to success in this position.

COMPENSATION:

The Volunteer Coordinator position is a salaried full time position subject to the personnel policies of the Brent Eley Foundation. Compensation will be commensurate with experience. A comprehensive benefits package including vacation, sick leave, holidays, health, dental, supplemental and life insurance, and retirement plan contribution is available.

We thank all applicants for their interest.

Only those selected for an interview will be contacted. Resumes will be accepted until the position is filled.

To submit an application, please email the following with the subject, "Volunteer Coordinator" to Allen Browning, Family Services Director, at jobs@brentsplace.org.

- Letter of Interest
- Resume
- Three (3) work-related references
- Salary History and Requirements